

PAC MEMBERS PRESENT

Rob Duncan, Proxy for Attorney General Russell Coleman
Rob Sanders, Commonwealth's Attorney, 16th Judicial Circuit
Brian Wright, Commonwealth's Attorney, 29th Judicial Circuit
Courtney Baxter, Commonwealth's Attorney, 12th Judicial Circuit
Jackie Steele, Commonwealth's Attorney, 27th Judicial Circuit
Carrie Ovey-Wiggins, Commonwealth's Attorney, 56th Judicial Circuit
Jennie Haymond, Madison County Attorney
Jenny Oldham, Hardin County Attorney
John Estill, Mason County Attorney
Joe Ross, Logan County Attorney
Margaret Daniel, Citizen Member

PAC/OAG STAFF PRESENT

Bobby Stokes
Tom Lockridge
Harry Rothgerber
Tricia Wise
Julie Cox
Penny Quatman
Jenny True-Reed
Gina Carey
Susan Blake
Alyssa Logan
Mike Carr
Chad Coleman
Samantha Bracco

GUESTS PRESENT

Kelli Kearney, Commonwealth's Attorney, 14th Judicial Circuit
Amanda Naish, Commonwealth's Attorney, 22nd Judicial Circuit
David Smith, Commonwealth's Attorney, 25th Judicial Circuit
Gerina Whethers, Commonwealth's Attorney, 30th Judicial Circuit
Amanda Hernandez, Commonwealth's Attorney, 55th Judicial Circuit
Keith Craycraft, Montgomery County Attorney
Karen Young, 30th Judicial Circuit
John Hayne, Fayette County Attorney's Office
Dudley Cotton, Jefferson County Attorney's Office

Tim Coconougher, Attorney General's Office
Rebecca Piroutek, 52nd Judicial Circuit

Pursuant to KRS 15.100(2), Executive Director, Bobby Stokes called the roll. After the roll was called, a quorum was announced, and the meeting was called to order. He welcomed everyone to the February PAC meeting on Valentine's Day and reminded everyone to be sure to sign-in.

Bobby Stokes directed the Council to review the meeting minutes from January 23rd, 2025, special PAC meeting for approval. Margret Daniel requested the January 23rd special PAC meeting minutes be amended to correct the spelling of her name. Rob Sanders made a motion to approve January 23rd, 2025, minutes as amended, the motion was seconded by Jennie Haymond, and passed by voice vote.

ADMINISTRATIVE

Bobby Stokes noted that, according to KRS 69.350 and KRS 15.760, which pertain to the hiring of Victim Advocates for both County and Commonwealth's Attorneys, there are specific requirements for experience and/or education. Due to these requirements, issues have arisen, particularly in rural areas, regarding the ability to find suitable candidates. He asked the Council if they would consider making amendments to alleviate this issue while maintaining the necessary qualifications for Victim Advocates.

Susan Blake reported that the County Attorney Association have begun addressing this situation and conveyed the proposed changes. Currently, the statute states that a person qualifies with a baccalaureate degree, but only if it is in a specific field. The suggested change is to remove the requirement that the baccalaureate degree must be in a specific field. In addition, the potential candidate could complete a training for a Victim Advocate as prescribed and made available by the Victim Advocacy division of the Attorney General's office in lieu of a degree in a certain field. Similarly, for candidates with a high school diploma, the necessary experience would be two years working in the same field or completing the prescribed training. For the training, options include creating on-demand modules to avoid delays once a candidate is hired. Susan shared her knowledge, based on her experience as faculty for the Kentucky Victims Advocate Academy. She has discussed this with several colleagues and with the Attorney General's OVA to determine if this is a viable option moving forward.

Rob Duncan explained that he discussed this matter with the Attorney General, who is aware of and understands the impetus behind the proposed change. However, at this time, the Attorney General's office cannot commit to this change, though discussions are ongoing, and there is hope for a resolution soon.

Susan Blake and Gina Carey discussed how to handle hiring a candidate in the interim while finalizing potential changes to the statute and determining the effective date. Gina Carey mentioned the possibility of establishing a temporary Victim Advocate position or similar temporary position, requiring training to be completed within a certain timeframe, after which the candidate would be moved into a permanent Victim Advocate position. Susan Blake discussed working with the Attorney General's office on the training requirements and the necessary modules. Rob Duncan recommended that she speak with the Director of the Office of Victim Advocates following the meeting.

The Council agreed that qualified victim advocates may be maintained within prosecutor's offices with minor adjustment to the experience and education requirements within the statute to assist in recruitment for these positions. Council members believed that the Commonwealth's Attorneys Association, County Attorneys Association, and the Attorney General's Office would likely provide the best opportunity for successful change to the statute.

TRAINING UPDATE

Susan Blake reported that the March Kentucky Prosecutor's Institute (KPI) training is currently at full capacity with 30 attendees, with a waiting list. The National District Attorneys Association (NDAA) is holding a Prosecutor 101 course in November, which will accommodate 70 students; there are currently nine spots taken. The cost for this course is \$950 plus travel expenses. Registration will soon be available for the Jury Selection course scheduled for May. Most of the speakers have been confirmed for the 2025 Kentucky Prosecutors Conference (KPC) in August.

RESOURCE PROSECUTOR UPDATE

Tom Lockridge, Violent Crime Resource Prosecutor explained that he has been working on a capital case in Boyd County, which has been rescheduled for October. He has continued to assist various offices with their cases. He has been collaborating with Susan Blake on scenarios for KPI. He will also be serving as faculty for the National District Attorneys Association (NDAA) conference in San Antonio.

Jenny True-Reed, Traffic Safety Resource Prosecutor, reported for herself and on behalf of Kathy Phillips, Domestic Violence Resource Prosecutor. She and Kathy Phillips will present at the winter conference next week. The Cops in Court training scheduled to take place in Graves County was rescheduled due to inclement weather. She and Kathy Phillips are on the faculty for the KPI conference. Kathy Phillips will be presenting on domestic violence prosecution, while she will be presenting

on DUI prosecution. Kathy Phillips will also be presenting at the Northern Kentucky Violent Task Force conference in March on protection orders and related domestic violence laws. Jenny True-Reed announced that the Train the Trainer training course is full. Additionally, registration for the Lethal Weapon training will open the first week of March. This training will include a reconstruction class for prosecutors and reconstruction experts, taking place in Pigeon Forge, Tennessee, at the end of March and the first week of April.

PAC STAFF PAYROLL CERTIFICATIONS

Bobby Stokes directed the Council to review the January 15th, 2025, and January 31st, 2025, PAC/UPS payroll certifications in the folders provided for approval. Jackie Steele made a motion to approve January 15th, 2025, and January 31st, 2025, PAC/UPS payroll certifications, the motion was seconded by Rob Sanders, and passed by voice vote.

PAC/UPS EMPLOYEE HANDBOOK SUBMISSION REVIEW

Bobby Stokes directed the Council to the list of missing Employee Handbooks located in the folders provided, noting that several handbooks have yet to be received. John Estill reported that the Council would divide the list and contact the offices that still have outstanding Employee Handbooks. Bobby Stokes explained that an update will be provided at the March PAC meeting.

PAC ROCKET DOCKET FY2025 INTERIM REPORT TO JUSTICE

Gina Carey reported that 51 judicial circuits and 96 county attorney offices are currently participating in the Rocket Docket program. She explained that the Rocket Docket is contributing to \$22 million in savings this fiscal year, with an investment of approximately \$4.6 million. She requested the Council review and consider approval of the FY2025 Interim PAC Rocket Docket report to the Justice Cabinet as provided in their materials. Rob Sanders made a motion to approve the FY2025 Interim PAC Rocket Docket report, the motion was seconded by Joe Ross, and passed by voice vote.

CASE MANAGEMENT SYSTEM UPDATE

Alyssa Logan announced that they are still awaiting the signing of the Memorandum of Understanding (MOU) from the Administrative Office of the Courts (AOC) for the ability to pull data from CourtNet to the new case management system. However, the case management committee has been helpful and has provided valuable feedback. In the

next few weeks, they plan to begin user testing and are hopeful for a go-live date in April. She reported that she will provide an update during the March PAC meeting.

BUDGET

FY2025 UPDATE

Gina Carey reported that funds are not being fully utilized at present due to vacancies, the election, and savings. She explained that the budget projections show there will be a surplus in personnel so she plans to send a letter to the budget office to reallocate some projected unused personnel funds to the operating budget for both the Commonwealth's and County Attorney's offices. She will send out an email to remind the County Attorneys to use their operating budgets.

BIENNIAL BUDGET PREPARATIONS- SURVEY QUESTIONS

Gina Carey directed the Council to the survey questions located in the folders provided. She explained that these questions are crucial for preparing the biennial budget for the Governor and Legislature. She noted that these are the same questions asked previously, with some additional suggestions considered. Jenny Oldham proposed adding a question regarding the number of cases in which formal discovery has been provided to the defense. She also suggested revising the wording of the question, "How many cases go to trial?" to "How many cases are **set** to go to trial?"

Gina Carey noted that both County and Commonwealth's Attorney's offices have questions regarding SCCP funds to determine the budget requests for future SCCP budgets. The following questions were added:

- Do you believe individuals on your staff are under classified due to the current SCCP policies and funding limitations? If yes, why?
- How many individuals in your office would qualify for an advance if experience in private defense courts and/or out of state criminal justice was recognized?
- Have you been able to recruit experience staff and was it a question about the statute related to Victim Advocates experience?
- If you have a detective does their salary commensurate with what they could earn from law enforcement agencies?
- Have you had difficulty attracting or retaining a detective due to the lack of compensation?

Joe Ross made a motion to approve the biennial budget survey questions, the motion was seconded by Rob Sanders, and passed by voice vote.

SALARY CLASSIFICATION AND COMPENSATION

Gina Carey reported that approximately 53% of the SCCP funds for the Commonwealth's Attorney offices and 54% for the County Attorney's offices have been expended as of the January 31st payroll. She noted that the number of people utilizing SCCP funds has slightly decreased; however, she anticipates that the amount will increase by the end of February.

1. POLICY REVIEW

Gina Carey reported on the SCCP policies. She addressed the County Attorney's offices to determine if they felt it necessary to add a Victim Advocate III position to mirror the Commonwealth's Attorney Classification Plan. After a short discussion, Joe Ross made a motion to proceed with adopting the Victim Advocate III position, the motion was seconded by Jennie Haymond and passed by voice vote.

2. SCCP PERSONNEL REQUESTS

1. Michael Stacy, Commonwealth's Attorney 1st Judicial Circuit, requested approval to reclassify a full-time Assistant Commonwealth's Attorney I position to a full-time Share Assistant Commonwealth's Attorney II position with SCCP funds to supplement minimum salary requirements effective February 16, 2025.

Rob Sanders made a motion to approve Michael Stacy's request to reclassify a full-time Assistant Commonwealth's Attorney I position to a full-time Share Assistant Commonwealth's Attorney II position with \$1,400 of SCCP funds to supplement minimum salary requirements effective February 16, 2025, the motion was seconded by Jackie Steele, and passed by voice vote.

2. Michael Laws, Commonwealth's Attorney 18th Judicial Circuit, requested approval to reclassify a part-time Executive Administrative Assistant position to a full-time Executive Administrative Assistant position with SCCP funds to supplement minimum salary requirements effective February 16, 2025.

Rob sanders made a motion to approve Michael Laws request to reclassify a part-time Executive Administrative Assistant position to a full-time Executive Administrative Assistant position with SCCP funds to supplement minimum salary requirements effective February 16, 2025, the motion was seconded by Brian Wright, and passed by voice vote.

3. Shannon Powers, Commonwealth's Attorney 52nd Judicial Circuit, requested approval to reclassify a full-time First Assistant Commonwealth's Attorney II position to a full-time First Assistant Commonwealth's Attorney IV position and to reclassify a full-time Assistant Commonwealth's Attorney II position to a full-time Assistant Commonwealth's Attorney III position, both with SCCP funds to supplement minimum salary requirements effective February 16, 2025.

Rob Sanders made a motion to approve Shannon Powers request to reclassify a full-time First Assistant Commonwealth's Attorney II position to a full-time First Assistant Commonwealth's Attorney IV position and to reclassify a full-time Assistant Commonwealth's Attorney II position to a full-time Assistant Commonwealth's Attorney III position, both with SCCP funds to supplement minimum salary requirements effective February 16, 2025, the motion was seconded by Carrie Ovey-Wiggins, and passed by voice vote.

4. Angela Evans, Fayette County Attorney, requested approval to reclassify a full-time Assistant County Attorney III position to a full-time Assistant County Attorney IV position with SCCP funds to supplement minimum salary requirements effective February 16, 2025.

John Estill made a motion to approve Angela Evans' request to reclassify a full-time Assistant County Attorney III position to a full-time Assistant County Attorney IV position with SCCP funds to supplement minimum salary requirements effective February 16, 2025, the motion was seconded by Jenny Oldham, and passed by voice vote.

5. Crystal Heinz, Trimble County Attorney, requested approval to reclassify a quarter-time Paralegal I position to a part-time Administrative Specialist II position with SCCP funds to supplement minimum salary requirements effective February 16, 2025.

John Estill made a motion to table Crystal Heinz request to reclassify a quarter-time Paralegal I position to a part-time Administrative Specialist II position with SCCP funds to supplement minimum salary requirements effective February 16, 2025, until the March PAC meeting, the motion was seconded by Rob Sanders, and passed by voice vote.

3. TABELD SCCP PERSONNEL REQUESTS

1. Paul Howard, Pike County Attorney, requested approval to reclassify a part-time Paralegal I position to a full-time Paralegal I position with SCCP funds to supplement minimum salary requirements effective January 16, 2025.

Joe Ross made a motion to table Paul Howard's request to reclassify a part-time Paralegal I position to a full-time Paralegal I position with SCCP funds to supplement minimum salary requirements effective January 16, 2025 until the March PAC meeting, the motion was seconded by Rob Sanders, and passed by voice vote.

LEASES

1. 14TH JUDICIAL CIRCUIT

Bobby Stokes explained that Kellie Kearney, Commonwealth's Attorney, 14th Judicial Circuit, has been working with Madeline Wise and Real Properties to find an office space. Kelli Kearney is requesting approval to enter a lease at \$13 per square foot, with an annual cost of approximately \$54,000. The total impact on the budget would be \$33,000. The office is located in Scott County.

Jackie Steele made a motion to approve the 14th Judicial Circuit to enter a lease with Real Properties at the cost of \$54,000 annually, the motion was seconded by Carrie Ovey-Wiggins, and passed by voice vote.

2. 43RD JUDICIAL CIRCUIT

Bobby Stokes reported that the 43rd Judicial Circuit requested approval to enter a lease with Real Properties at \$40,000 annually, resulting in savings of \$16,000 annually.

Rob Sanders made a motion to approve the 43rd Judicial Circuit to enter a lease with Real Properties at \$40,000 annually, the motion was seconded by Jackie Steele and passed by voice vote.

PAC/UPS STAFF POSITIONS

1. IT STAFF

Gina Carey announced that a qualified candidate has been found to fill the position of PAC IT Director, currently held by Chad Coleman. She directed the Council to Bobby Ripy's resume located in the provided folders, noting that he was previously the IT Director for the City of Frankfort. She proposed hiring Bobby Ripy for Chad Colman's role with a starting salary of \$80,000, with plans to bring him up to the minimum salary for IT Director per the Salary Classification and Compensation Plan by March 2026. Rob Sanders made a motion to approve hiring Bobby Rigby as IT Director, the motion was seconded by Jackie Steele, and passed by voice vote.

Gina Carey explained that Chad Coleman has agreed to continue assisting with the duties of the IT Director position until all IT Director duties have been fully transitioned. After hiring Bobby Ripy, Gina Carey proposed moving Chad Coleman into one of the new Application Specialist positions on the Unified Case Management Project, splitting his salary between the County and Commonwealth's Attorneys budgets, and maintaining his current salary with the title of Application Specialist. Rob Sanders made a motion to approve moving Chad Colman to the Application Specialist position at his current salary, to be split between the Commonwealth's and County Attorney's budgets, the motion was seconded by Brian Wright, and passed by voice vote.

Gina Carey reported that there are currently three (3) positions under Chad Coleman on the IT staff: Justin Perry in Western Kentucky, Josh Hatfield in Frankfort, and the IT manager, Brandon Woods, also located in Frankfort. After reviewing the salaries of Justin Perry and Josh Hatfield, she noted that they are well below that of Brandon Woods while performing similar duties. With \$17,000 available after Diane Marcus's retirement, she proposed splitting the funds equally between Justin Perry and Josh Hatfield, bringing their salaries up to \$55,500 annually. John Estill made a motion to approve increasing Justin Perry and Josh Hatfield's salaries to \$55,500 annually, the motion was seconded by Joe Ross, and passed by voice vote.

2. ADMINISTRATIVE STAFF

Gina Carey reported that \$125,000 was previously appropriated in the budget for the Commonwealth's Attorney's offices and \$125,000 for the County Attorney's offices for PAC staff. These funds were used to promote Julie Cox to HR Director and to hire Madeline Wise in a quarter-time role. However, Madeline Wise's job duties require her to work beyond quarter-time status. Gina Carey noted that Madeline Wise has agreed to remain at her current hourly rate, but increase her position to part-time at 35 hours per week, with an increase in annual salary to \$78,900. John Estill made a motion to approve increasing Madeline Wise's position to part-time at her current hourly rate, with an annual salary of \$78,900, the motion was seconded by Brian Wright and passed by voice vote.

PERSONNEL REQUESTS

A. NO ADDITIONAL FUNDS

1. Kelli Kearney, Commonwealth's Attorney 14th Judicial Circuit, requested approval to establish an unfunded Assistant Commonwealth's Attorney position effective February 16, 2025.

Rob Sanders made a motion to approve no additional funds request A1, the motion was seconded by Rob Duncan, and passed by voice vote.

2. Rob Sanders, Commonwealth's Attorney 16th Judicial Circuit, requested approval to reallocate a full-time Victim Advocate position I to a full-time Administrative Assistant I position and establish a full-time Administrative Assistant I position with no additional funds effective February 16, 2025.

Rob Sanders abstained from participating in the vote.

Jackie Steele made a motion to approve no additional funds request A2, the motion was seconded by Courtney Baxter, and passed by voice vote.

3. Matt Runyon, Commonwealth's Attorney 24th Judicial Circuit, requested approval to establish an unfunded Assistant Commonwealth's Attorney position effective February 16, 2025.

4. Mike Taylor, Commonwealth's Attorney 44th Judicial Circuit, requested approval to reallocate a full-time Commonwealth's Detective I position to a full-time Administrative Assistant I position with no additional funds effective February 16, 2025.

Rob Sanders made a motion to approve no additional funds request A3-4, the motion was seconded by Jackie Steele, and passed by voice vote.

B. ADDITIONAL FUNDS REQUIRED

1. Donna Dixon, Commonwealth's Attorney 2nd Judicial Circuit, requested to reallocate a full-time Assistant Commonwealth's Attorney I position to a full-time Assistant Commonwealth's Attorney III position with additional funding for salary effective February 16, 2025.

Rob Sanders made a motion to approve additional funds request B1, the motion was seconded by Courtney Baxter, and passed by voice vote.

2. David Smith, Commonwealth's Attorney 25th Judicial Circuit, requested approval to use asset forfeiture funds and further requests additional funds to support salary of a full-time Assistant Commonwealth's Attorney position effective February 16, 2025.

Rob Sanders made a motion to approve additional funds request B2 using all general funds in the amount of \$20,000 in lieu of asset forfeiture funds, the motion was seconded by Brian Wright, and passed by voice vote.

3. Amanda Hernandez Troutman, Commonwealth's Attorney 55th Judicial Circuit, requested to reallocate a part-time Assistant Commonwealth's Attorney I position to a part-time Assistant Commonwealth's Attorney IV position with additional funding for salary effective February 16, 2025.

Rob Sanders made a motion to approve additional funds request B3 using SCCP funds, the motion was seconded by Jackie Steele, and passed by voice vote.

4. Steven Franzen, Campbell County Attorney, requested to reallocate a part-time Assistant County Attorney I position to a part-time Assistant County Attorney IV position with additional funding for salary effective February 16, 2025.

John Estill recognized Kim Vocke's many years of experience and the loss to the office in the wake of his death. Joe Ross made a motion to table additional funds request B4 until the March PAC meeting, the motion was seconded by John Estill, and passed by voice vote.

5. Jeremy Logsdon, Grayson County Attorney, requested additional funding to supplement salary of a full-time Assistant County Attorney I position effective February 16, 2025.

Joe Ross made a motion to table additional funds request B5 until the March PAC meeting, the motion was seconded by Rob Sanders, and passed by voice vote.

6. Jennie Haymond, Madison County Attorney, requested to reallocate a full-time Assistant County Attorney I position to a full-time Assistant County Attorney IV Supervisor position with additional funding for salary effective February 16, 2025.

Jennie Haymond abstained from participating in the vote.

Jenny Oldham made a motion to approve additional funds request B6, the motion was seconded by Joe Ross, and passed by voice vote.

7. Keith Craycraft, Montgomery County Attorney, requested to establish a part-time Assistant County Attorney I position and additional funding for salary effective February 16, 2025.

John Estill made a motion to table additional funds request B7 until the March PAC meeting, the motion was seconded by Joe Ross, and passed by voice vote.

C. TABLED REQUESTS ADDITIONAL FUNDS REQUIRED

1. Zac Greenwell, Commonwealth's Attorney 5th Judicial Circuit, requested reallocation of a part-time Administrative Specialist I position to a part-time Assistant Commonwealth's Attorney I position with additional funding for salary.

Jackie Steele made a motion to table tabled additional funds request C1 until the March PAC meeting, the motion was seconded by Carrie Ovey-Wiggins, and passed by voice vote.

2. Derek Jorge Campbell, Perry County Attorney, requested reallocation of a quarter-time Assistant County Attorney I position to a part-time Assistant County Attorney I position with additional funding for salary.

John Estill made a motion to table tabled additional funds request C2 until the March PAC meeting, the motion was seconded by Rob Duncan, and passed by voice vote.

ADJOURN

Rob Sanders made a motion to adjourn at 11:13 AM EST, the motion was seconded by Margaret Daniel and passed by voice vote.